

**A REGULAR MEETING MINUTES
PLANNING AND ZONING BOARD
FEBRUARY 04, 2008**

CALL TO ORDER

The regular meeting of the City of Winter Garden Planning and Zoning Board was called to order at 6:32 p.m. in City Hall Commission Chamber. The invocation was given followed by the Pledge of Allegiance. The roll was called and a quorum was declared present.

PRESENT: Board Members: Jerry Carris, Xerxes Snell, James Dunn, Mac McKinney, James Balderrama, Rohan Ramlackhan, and James Gentry. Also present were Assistant City Attorney Dan Langley, City Manager Mike Bollhoefer, Assistant City Manager Marshall Robertson, Commissioner Bob Buchanan, Commissioner Colin Sharman, Economic Development Director Dolores Key, Executive Assistant to City Manager Andrea Vaughn, Planning Director Ed Williams, Planner Brandon Byers, Planner Regina McGruder, Planning Technician Lorena Blankenship, and Secretary Giselle Velazquez.

ADMINISTRATION OF OATH OF OFFICE

Planning Technician Lorena Blankenship administered the Oath of Office to new Board Members Rohan Ramlackhan and James Gentry.

ELECTION OF NEW CHAIRMAN AND VICE-CHAIRMAN

Mac McKinney moved to elect James Balderrama as the new Chairman for the Planning and Zoning Board. The motion carried unanimously 7-0.

James Dunn moved to elect Jerry Carris as the new Vice-Chairman for the Planning and Zoning Board. The motion carried unanimously 7-0.

1. APPROVAL OF MINUTES

Approval of minutes from regular meeting held January 07, 2008

Motion by Jerry Carris to approve the above minutes. Seconded by Mac McKinney, the motion carried unanimously 7-0.

Variances & Special Exception Permits

2. 1504 Avalon Road (Avalon Reserve Village 6) - SEP

Planner Byers presented the Board with a request for approval of a Special Exception Permit for property located at Avalon Reserve PUD Village 6, 1504 Avalon Road. If approved, this Special Exception Permit will allow the property owners to pursue site plan approval of a gas station. City Staff has reviewed the application and recommends approval with the conditions included in the agenda package and with the following additional conditions:

1. Building elevations and landscaping plan shall be provided with the site plan submittal. In general, these details shall follow the SR 50 Commercial Corridor Overlay Standards.
2. No outdoor storage will be allowed on site. All goods must be contained inside the store. If any goods must be stored outside because of State, Federal, or Local regulations (e.g., propane tanks), then they shall not be sold at this location.
3. Site shall be allowed 1 monument sign only. The maximum height shall be 8 feet. The maximum copy area shall be 48 square feet. The sign shall be encased in an ornamental brick shell.
4. A minimum 30' landscape buffer shall be required adjacent to the northern residential townhomes. The typical 100 linear foot buffer shall consist of the following:
 - A. 6 Live Oaks (100 gal., 14'-15' x 6'-7', 4'' caliper)
 - B. 2 Southern Magnolias (100 gal., 11'-12' x 6'-7', 3'' caliper)
 - C. 6 understory trees (minimum 45 gal.)
 - D. 3' minimum viburnum hedge at maturity
5. A minimum 25' landscape buffer along Avalon Road and Marsh Road shall consist of the following (100 linear feet):
 - A. 3 understory trees (minimum 45 gal.)
 - B. 6 Live Oaks (100 gal., 14'-15' x 6'-7', 4'' caliper)
 - C. 3' minimum viburnum hedge at maturity

James Dunn stated that he is inured and must abstain from voting on the subject item.

Randy June, 132 W. Plant Street, Winter Garden, engineer and applicant for the project, approached the Board and stated that they were in compliance with all City Staff conditions.

Mac McKinney inquired about the “no outdoor storage” condition, asking City Staff which Department will be responsible for enforcing said condition. Planner Byers responded that the Code Enforcement Department will be responsible to ensure that the property owners comply with the restrictions placed on the business.

Carolyn Rosado, 1849 Burdock Drive, Winter Garden (*Carriage Pointe Subdivision*), approached the Board and expressed concerns related to the proposed gas station operations, stating that her community is located very closed to the subject site.

Randy June approached the Board and stated that if a gas station will be allowed at the site, they will need to receive site plan approval from the City, and during that process the City will impose conditions and restrictions in regards to landscaping, building elevations, buffers and driveway locations.

Ed Lynch, 660 Home Grove Drive, Winter Garden (*Regency Oaks*), approached the Board and asked if a community meeting was held in regards to the subject project. City Manager Bollhoefer responded negatively and added that the subject site is located across the street from a commercial development and City Staff believes that the intersection is appropriate for commercial operations. Mr. Bollhoefer also added that the developer will be subject to comply with the S.R.50 overlay requirements.

Planner Byers informed the Board that public notices were sent to the surrounding communities, such as Stoneybrook West HOA, Stone Creek, and Carriage Pointe, but no objections have been presented.

Motion by Mac McKinney to approve the Special Exception Permit with City Staff conditions (see attached). Seconded by Xerxes Snell, the motion carried 6-0-1; James Dunn abstained.

3. 1291 Winter Garden Vineland Road, Suite 110 & 210 - SEP

Planner Byers stated that the applicant for the subject item has requested to table his petition until a date uncertain.

Chairman Balderrama inquired about the reason why the applicants are requesting continuance. Planner Byers stated that the applicants would like to meet with City Staff to resolve any conflict and compatibility issues. He added that the PCD requires that a full service dry cleaning operation receive Special Exception Permit approval.

Ed Lynch, 660 Home Grove Drive, Winter Garden (*Regency Oaks*), approached the Board and expressed concerns in regards to commercial operations in the area. He asked about the permitted uses at the subject site, and spoke in opposition to the proposed use.

Motion by James Gentry to table the item until a date uncertain. Seconded by James Dunn, the motion carried unanimously 7-0.

4. 603 S. Main Street

Planner McGruder presented the board with a request for approval for 603 S. Main Street of a 35 foot front yard setback variance and a 20 foot side corner lot setback variance to allow the property owners to build two 3,000 square foot commercial office buildings. City Staff has reviewed the application and recommends approval.

Teresa Cumbo, 528 S. Woodland Street, Winter Garden, approached the Board and expressed concerns in regards to commercial operations in the area. She stated that there are already traffic problems in the area, and commercial operations will worsen the traffic situation.

John Kirby, 322 W. Tilden Street, Winter Garden, engineer representing the property owner, approached the Board and stated that the subject property is already zoned commercial, and their only request is to construct the buildings closer to Story Road to improve the appearance of the site.

City Manager Bollhoefer stated that at the early stages of the project, City Staff requested the developers to change the location of the buildings to make it more aesthetically pleasing for the neighborhood. He added that the applicant could construct the buildings in the rear of the lot and build the parking lot in the front of Story Road, but it would not look very attractive.

Motion by James Dunn to approve the Variances. Seconded by Jerry Carris, the motion carried unanimously 7-0.

Rezoning

5. Apex Commerce Center PCD

Planner McGruder explained that the applicants have requested to table the item until next month's meeting, so they can hold a community meeting with the adjacent property owners, and also provide City Staff with a preliminary development plan.

Chairman Balderrama and City Manager Bollhoefer discussed matters related to the zoning categories in the subject area and the possible permitted uses.

Motion by Mac McKinney to table the item until next month's Planning and Zoning Board meeting. Seconded by Xerxes Snell, the motion carried 7-0.

Pre- Plat

6. 510 Winter Garden Vineland Road

Planner Byers presented the board with a request for pre plat approval for property located at 510 Winter Garden Vineland Road. City Staff has reviewed the application and recommends approval with the conditions included in the agenda package.

Mac McKinney asked about the size of the property. Mr. Byers responded that the property is approximately 4 acres.

William Buckley, of Florida Land Design, Inc. engineer representing the property owner, approached the Board and in response to Chairman Balderrama's question stated that a landscape buffer and side walk will be installed along the frontage of the subject property.

Motion by Xerxes Snell to approve the Pre-Plat with City Staff conditions (see attached). Seconded by James Gentry, the motion carried 7-0.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:11 p.m.

APPROVED:

ATTEST:

Chairman James Balderrama

Planning Technician Lorena Blankenship